

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Fire Division Chief

BAND	GRADE	
E	923	
<b>DEPARTMENT:</b> Fire	<b>ACCOUNTABLE TO:</b> Fire Chief	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for the supervision of staff performing fire inspection or training activities and/or Battalion Commanders. Duties may include: providing oversight and leadership to Battalion Commanders; establishing educational goals; developing program policies; analyzing costs of programs; working with the general public on various issues including attending community meetings; serving as a liaison with other agencies; coordinating fire inspections activities; coordinating activities between divisions and departments; maintaining and overseeing the training calendar; and, developing new concepts, methods and procedures.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Fire Division Chief is the fifth level of a six level firefighter series. The Fire Division Chief is distinguished from the Battalion Commander in that the Division Chief has department wide administrative responsibilities. The Fire Division Chief is distinguished from the Fire Chief in that the Division Chief does not have full department wide authority and responsibility. The Fire Division Chief serves as either the Training Officer or the Fire Marshal. Incumbents may be required to perform shift work.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises Battalion Commanders and/or staff performing inspection or training activities to include: conducting and signing performance evaluations; ensuring compliance with laws, codes and regulations; and, providing technical advice or guidance.	Daily	
2.	Supervises and coordinates training or fire inspection activities department wide to include: coordinating and planning program objectives; supervising inspections and plan reviews; establishing educational goals; developing and enforcing program policies; ensuring staff meet all certification and recertification requirements; ensuring training is provided; introducing new concepts and methods; evaluating programs; and, making changes to programs.	Daily	

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Fire Division Chief

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
3.	Serves as a liaison between the department and other agencies and community groups. Investigates and resolves citizen complaints.	Daily	
4.	Works with community groups in providing educational materials and resolving other problems and issues.	Weekly	
5.	Prepares a variety of training or fire inspection reports and related documents; maintains files ensuring required reports are completed, turned in to regulating agencies and on file.	Weekly	
6.	Researches and develops new methods and techniques for fire suppression, medical treatment and prevention activities; develops training programs or develops new inspection procedures.	Monthly	
7.	Assists in preparing and monitoring the departmental budget to include recommending new programs and equipment purchases; tracks expenditures.	Monthly	
8.	Assists in planning, evaluating and implementing major departmental objectives to include assisting in goal setting.	Annually	
9.	Performs other duties of a similar nature or level.	As Required	

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Fire Division Chief

---

**Knowledge** (position requirements at entry):

Knowledge of:

- Management and leadership theories and principles;
- Budgeting theories and principles;
- Departmental policies and procedures;
- Fire codes and/or other applicable regulations;
- Training or fire inspection theories and principles;
- Fire Behavior and suppression techniques and strategies;
- Streets and physical layout of the city;
- Fire engines and ladder trucks;
- Basic and/or advanced life support techniques such as Cardio Pulmonary Resuscitation and patient assessment and treatment techniques.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Developing, interpreting and enforcing policies, procedures and operational standards;
- Developing and evaluating department wide training or fire inspection programs;
- Developing and administering budgets;
- Writing equipment specifications;
- Giving presentations;
- Writing technical reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Fire Science, Public Administration, or related field and seven years experience, including two years experience at the Battalion Commander level; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Incumbents to be 18 or older;
- Valid Arizona Driver's License.

Positions may require:

- Possession of Firefighter I/II Arizona Certification issued by the Office of the State Fire Marshal;
- Possession of and ability to maintain Arizona State Certification as an EMT or Paramedic and medical control issued by Havasu Samaritan Regional Hospital. Must maintain EMT or Paramedic continuing education requirements at the minimum level established.

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Fire Division Chief

---

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and seeing and repetitive motions.

Compliance with physical fitness program standards is required.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm )

Date: 05/98

Rev.: 07/07 (jls); 02/08 (jls)